

## APPLICATION PROCESS

### Continuous Recruiting FTEs (Full Time Equivalent Positions)

The Human Resources Management Employment Unit administers the continuous recruiting process for selected positions. Continuous vacancy announcements are posted for an extended period of time, which may vary. Certain "state wide" continuous postings will require you to enter the county location where you wish to consider work.

**How to Apply –** The locations where these announcements may be reviewed, and the application process for continuous vacancies are the same as indicated under Application Process – FTEs, **except that applicants need to only apply once for each vacancy posting during the continuous announcement period unless pertinent information such as work history, address, telephone number, etc. should change.**

**What Happens Next –** This process is the same as indicated under Application Process – FTEs, **except that all forwarded applications will be maintained by the hiring county for consideration for all vacancies within this classification during the continuous announcement period.**

## APPLICATION PROCESS

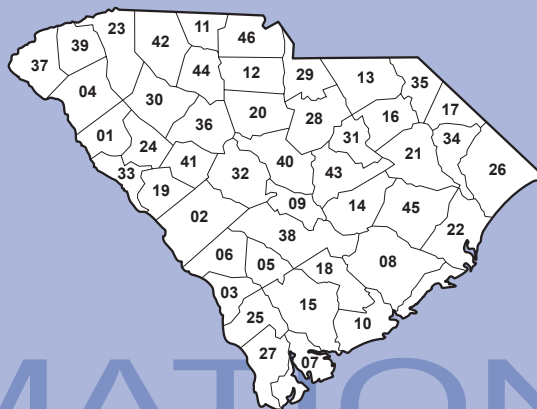
### Temporary Grant or Temporary Hourly Positions

You must follow instructions provided on the vacancy announcement for temporary grant and temporary hourly positions including the location/address to which you should submit your application.

## COUNTY OFFICES

The SCDSS is a large state agency consisting of a Central Office in Columbia (Richland County) and at least one office in each of the 46 counties. The county breakdown/listing is below.

- (01) Abbeville
- (02) Aiken
- (03) Allendale
- (04) Anderson
- (05) Bamberg
- (06) Barnwell
- (07) Beaufort
- (08) Berkeley
- (09) Calhoun
- (10) Charleston
- (11) Cherokee
- (12) Chester
- (13) Chesterfield
- (14) Clarendon
- (15) Colleton
- (16) Darlington
- (17) Dillon
- (18) Dorchester
- (19) Edgefield
- (20) Fairfield
- (21) Florence
- (22) Georgetown
- (23) Greenville
- (24) Greenwood
- (25) Hampton
- (26) Horry
- (27) Jasper
- (28) Kershaw
- (29) Lancaster
- (30) Laurens
- (31) Lee
- (32) Lexington
- (33) McCormick
- (34) Marion
- (35) Marlboro
- (36) Newberry
- (37) Oconee
- (38) Orangeburg
- (39) Pickens
- (40) Richland
- (41) Saluda
- (42) Spartanburg
- (43) Sumter
- (44) Union
- (45) Williamsburg
- (46) York



DSS Brochure 1499 (APR 06) Edition of MAR 02 is obsolete.

EMPLOYMENT

SOUTH CAROLINA  
DEPARTMENT OF  
SOCIAL SERVICES (SCDSS)

## EMPLOYMENT INFORMATION

This is a guide to  
assist you in  
applying for  
employment  
with the SCDSS.  
We appreciate  
your interest in  
employment.

Human Resources  
Management Division  
Employment Unit  
P.O. Box 1520  
1535 Confederate Avenue Extension  
Columbia, South Carolina 29202-1520

Office Hours  
8:30 a.m. - 5:00 p.m.  
Telephone: (803) 898-9390  
TDD: (803) 898-9392  
FAX: (803) 898-9413  
Career Line: (803) 898-7636  
Internet: <http://www.state.sc.us/jobs>

INFORMATION

# MISSION STATEMENT

The mission of the SCDSS is to ensure the health and safety of children and adults who cannot protect themselves, and to assist those in need of food assistance and temporary financial assistance while transitioning into employment.

## EQUAL EMPLOYMENT OPPORTUNITY

The agency's policy is to provide equal employment opportunity to all prospective and current employees in compliance with applicable local, state, and federal laws by selecting, placing, training and promoting the most suitable individuals based upon relevant factors such as work quality, attitude, and experience and without regard to non-work-related factors such as race, color, religion/creed, gender, national origin, age, disability, citizenship or veteran status. The equal opportunity policy applies to all Department of Social Services activities, including but not limited to, recruiting, hiring, training, transfers, promotions and benefits.

## EMPLOYMENT STATEMENT

The Department of Social Services operates a Vacancy Driven Employment Process and sets forth certain application policies and procedures.

The agency adheres to the policies and procedures of the Office of Human Resources, South Carolina Budget and Control Board, and all State and Federal Laws applicable to human resources processes.

## APPLICATION PROCESS

The agency's Human Resources Management Employment Unit administers the employment and recruiting services for the SCDSS.

FTEs (Full Time Equivalent Positions)

**How to Apply** – You must complete a State Job Application for **each** posted position for which you wish to apply. These vacancies are available for review at the following locations:

- DSS Employment Unit
- DSS Regional/County Offices
- DSS State Office Locations
- Internet
- State Career Center
- Job Service/Employment Security Commission

State applications are available at the Employment Unit, via mail or fax by calling the Employment Unit, at various SCDSS county locations, or an application can be downloaded from the internet. Photocopies are acceptable.

**You must include the position title, position number, and location of the job on your application.** Certain "state wide" continuous postings will require you to enter the county location where you wish to consider work.

**The application must be received in the Employment Unit by the closing date of the announcement.** You may mail, fax, hand deliver the application, or submit by e-mail as directed in the vacancy announcement.

Select clerical positions require taking a performance typing test with 35 wpm as the passing score. The vacancy announcement will indicate whether a test is required. Final candidates will be contacted to schedule testing.

**What Happens Next** – Once received, your application is evaluated to determine if you meet the agency's training and experience requirements. If you meet the requirements, your application is forwarded to the appointing authority. You will be notified if you do not meet the requirements. Once the application has been forwarded, any questions about the announcement should be addressed to the hiring county or division.

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER WRITTEN OR ORAL, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES.**